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CONFIDENTIAL

MEMORANDUM OF UNDERSTANDING

* 1. I understand that I am being considered for provisional employment, subject to completion of final processing. If I am employed on this basis and if final approval is not granted for any reason whatsoever, I understand that my appointment will be terminated immediately without right of appeal.

2. In view of the foregoing, I understand that I should not dispose of property, not move my dependents, and not incur any abnormal expenses related to my provisional appointment.

3. If I am employed on such provisional basis, I will be authorized to travel from my place of residence to Washington, D. C., at government expense. Use of airplane accommodations will be restricted to jet economy or tourist class unless only first class accommodations are available. A certification to this effect will be honored at the time I apply for reimbursement. I understand that I am to retain all receipts for travel and transportation expenses.

4. If approval for my full employment is not granted, I will be eligible for reimbursement of travel expenses for return to my place of residence from Washington, D. C. In any case, if I should resign voluntarily within one year, I will not be eligible for such reimbursement and I may be required to refund the reimbursement for my travel to Washington.

5. When approval for full employment is issued, I will be so notified. Only then, the travel of my dependents, if any, and movement of my household effects, if any, will be authorized from my place of residence to Washington, D. C. in accordance with applicable laws and regulations. Any travel which my dependents may undertake before such specific authorization and any shipment or storage of household effects before such authorization will be at my own expense.

* Need this be stated?
Not truly correct as
there is always an
appeal privilege within
Agency channels.
RLB L/cw by RLB

Signature: _____

Date: _____

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